



Administration for Children and Families

Office of Community Services

Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA) Results Oriented
Management and Accountability (ROMA) Next Generation Center of Excellence (COE)

HHS-2012-ACF-OCS-ET-0301

Application Due Date: 08/06/2012

Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA) Results Oriented
Management and Accountability (ROMA) Next Generation Center of Excellence (COE)

HHS-2012-ACF-OCS-ET-0301

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Department of Health & Human Services
Administration for Children & Families

Program Office: Office of Community Services
Funding Opportunity Title: Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA) Results Oriented Management and Accountability (ROMA) Next Generation Center of Excellence (COE)
Announcement Type: Initial
Funding Opportunity Number: HHS-2012-ACF-OCS-ET-0301
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Due Date for Applications: **08/06/2012**

Notice: On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via www.Grants.gov for discretionary grant applications. (76 Fed. Reg. 66721-66723, October 27, 2011, [New Policies and Procedural Requirements for the Electronic Submission of Discretionary Grant Applications](#)). Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.

Executive Summary:

The Office of Community Services (OCS) within the Administration for Children and Families (ACF) announces that competing applications will be accepted for a cooperative agreement to enhance the existing local, State, and national accountability and performance management strategies within the Community Services Block Grant (CSBG) Network.

This two-year cooperative agreement will fund one Results Oriented Management and Accountability (ROMA) Next Generation Center of Excellence (COE) to develop updated training and technical assistance materials for a comprehensive and integrated system of performance management and accountability within CSBG. The ROMA Next Generation COE will build on the foundation of ROMA, while also integrating evidence-informed approaches to assess program success and impact.

The core functions of the ROMA Next Generation COE are:

1. The development of performance management materials that ensure that all CSBG-eligible entities may participate in the ROMA effort, which includes attention to the complete ROMA cycle of performance management. This cycle includes high-quality, comprehensive needs assessments, community CSBG plans that utilize evidence-informed service approaches targeted to the highest priority needs, challenging outcome goals, and documentation and analysis of progress and results according to a consistent set of criteria; and
2. The review and adaptation of existing ROMA performance management training materials to ensure that all CSBG-eligible entities have access to relevant trainings, toolkits, and guidance materials. A key focus of this process will be to establish consistent operational definitions and an integrated set of ROMA training curricula.

It is expected that the ROMA Next Generation COE will participate in a CSBG Network-wide approach in

partnership with OCS and the established national CSBG technical assistance centers focused on performance management, risk mitigation and quality improvement, and legal compliance; the Fiscal Year (FY) 2012 Regional Performance and Innovation Consortia (RPIs); and the FY 2012 CSBG Organizational Standards Center of Excellence, which will be funded under a separate announcement (Funding Opportunity Number: HHS-2012-ACF-OCS-ET-0539), and the State CSBG Lead Agencies as appropriate. The ROMA Next Generation COE will collaborate with RPIs to gain input from CSBG-eligible entities and to disseminate the training materials developed under this announcement.

I. Funding Opportunity Description

Statutory Authority

This program is authorized by Sections 674(b)(2)(A) and 678A of the CSBG Act, as amended (42 U.S.C. §§ 9903(b)(2)(A) and 9913).

Description

BACKGROUND

CSBG and CSBG Training and Technical Assistance (T/TA)

OCS provides assistance to States and local communities working through a network of CSBG-eligible entities for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become self-sufficient. CSBG provides States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories, and Federal and State-recognized Indian Tribes and tribal organizations, Community Action Agencies, migrant and seasonal farmworkers or other organizations designated by the States, funds to alleviate the causes and conditions of poverty in communities. The funds provide a range of services and activities to assist the needs of low-income individuals, including the homeless, migrants, and the elderly. Grant amounts are determined by a formula based on each State's and Indian Tribe's poverty population. Grantees receiving CSBG funds are required to provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services, and/or health.

The CSBG Network consists of several types of organizations that administer and/or support services designed to eliminate the causes and conditions of poverty in the United States. These organizations include: 1) State CSBG Agencies that act as the lead agency for purposes of administering CSBG; 2) State Associations that provide T/TA to increase the capacity of local CSBG-eligible entities to carry out the mandate of the CSBG Act and measure results; 3) CSBG-eligible entities that create, coordinate, and deliver programs and services to low-income communities; and 4) national CSBG partners that provide T/TA in the areas of data collection, legal issues, financial management, administrative governance, and performance measurement.

While many States and communities have made effective use of CSBG T/TA resources to improve performance management, OCS has identified a need for enhanced coordination of national technical assistance efforts and improved information on the results of technical assistance. Enhanced coordination focuses on improving service delivery, targeting resources based on local needs and outcomes, and risk mitigation to assure appropriate expenditure of funds, particularly in the area of ROMA, which is a critical system for performance management under the CSBG framework.

FY 2012 Technical Assistance Approach and Changes from FY 2011 Efforts

OCS is now building upon the overall regional technical assistance coordination strategy initiated in 2011 with a two-year FY 2012 funding opportunity announcement. The general structure and approach are consistent with the approach utilized in 2011. However, OCS is adding an additional CSBG T/TA Regional Performance and Innovation Consortia (RPIC) grant in Region IV due to the large number of

States and State Associations in this region, funded under a separate announcement (Funding Opportunity Number: HHS-2012-ACF-OCS-EQ-0293). OCS has also outlined new priorities and national T/TA efforts focused on performance standards and a ROMA Next Generation project, which is discussed within this funding opportunity announcement (FOA).

Building on the President's budget request to direct CSBG resources to high-performing, innovative agencies, ACF plans to work with Congress and a wide variety of organizational stakeholders to establish a set of core Federal standards that States will be required to use to assess whether an eligible entity is meeting a high standard of service delivery. These standards of service delivery will include a focus on compliance with basic requirements of the CSBG Act, and will also go beyond basic compliance to focus on high-quality performance across the CSBG Network.

The core performance standards will focus on organizational management issues, as well as the strategic process for performance management. OCS plans to fund two new Centers of Excellence that will support efforts to identify performance standards. These new Centers of Excellence will work in close partnership with the RPIC grantees on an integrated national effort, and will be funded under two separate announcements.

One new Center of Excellence - referred to as the CSBG T/TA Organizational Standards Center of Excellence - will play a lead role in developing recommended standards related to organizational management issues. Categories of organizational management issues considered in the development of core standards may include areas such as organizational leadership, human resource management, financial operations, consumer input and involvement, community engagement, and governance (Funding Opportunity Number: HHS-2012-ACF-OCS-ET-0539).

The second new Center of Excellence - referred to as the CSBG T/TA ROMA Next Generation Center of Excellence - will be funded under this announcement and will focus on the strategic process for performance management. It will also build upon and refine materials and training related to the ROMA performance cycle. This cycle includes high-quality, comprehensive needs assessments, community CSBG plans that utilize evidence-informed service approaches targeted to the highest priority needs, challenging outcome goals, and documentation and analysis of progress and results according to a consistent set of criteria.

Each Center of Excellence will be expected to work in close partnership with the RPIC grantees, or "RPIs." In addition, the RPIs are expected to set aside resources and assist directly in the development and implementation of a ROMA Next Generation performance management effort, which will focus on the measurement of results across the CSBG Network.

Results Oriented Management and Accountability (ROMA)

The ROMA system was initiated in 1994 by a task force of Federal, State, and local CSBG Network officials and was based upon principles contained in the Government Performance and Results Act (GPRA) of 1993 and the GPRA Modernization Act of 2010. The GPRA of 1993 was a United States Act requiring government agencies to submit annual performance plans and reports that present quantifiable, objective, and measurable agency goals and performance indicators that may clearly measure the extent to which agency goals are achieved. The purpose of the GPRA of 1993 was to increase efficiency and effectiveness of the government. The full GPRA of 1993 is available [here](#). The GPRA Modernization Act of 2010 was signed into law on January 4, 2011 and modernizes the GPRA of 1993, re-emphasizing the aspects of required measurable agency goals and introducing new aspects, such as the required establishment of "Priority Goals." The full GPRA Modernization Act of 2010 is available [here](#).

ROMA provides a framework for continuous growth and improvement among local CSBG-eligible entities and serves as a basis for State leadership and assistance. In 1998, the CSBG Reauthorization Act made ROMA implementation a requirement for receiving Federal CSBG funds, and established October 1, 2001 as the start date for reporting CSBG Network outcomes in the context of ROMA performance-based management principles. This statutory mandate changed both the nature and pace of ROMA

implementation throughout the CSBG Network.

OCS communicated its expectations related to ROMA in an Information Memorandum dated February 11, 2001, on Program Challenges, Responsibilities and Strategies (IM-49). IM-49 was developed in close consultation with State and local CSBG representatives. In the IM, OCS provides an outline of the core activities of the State CSBG Lead Agencies and CSBG-eligible entities for the implementation of ROMA. OCS also discusses technical assistance strategies necessary to achieve successful implementation of ROMA throughout the CSBG Network. IM-49 is available at: <http://www.acf.hhs.gov/programs/ocs/csbg/guidance/im49.html>.

As part of ROMA implementation, CSBG is now guided by six national anti-poverty goals:

1. Low-income people become more self-sufficient;
2. The conditions in which low-income people live are improved;
3. Low-income people own a stake in their community;
4. Partnerships among supporters and providers of service to low-income people are achieved;
5. Agencies increase their capacity to achieve results; and
6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

ROMA employs a cycle for implementation of its system, including five key phases: (1) community needs assessment; (2) use of needs assessment data to identify service strategies and projected results; (3) implementation of strategies and services; (4) observation and reporting on progress; and (5) analysis of data according to original benchmarks.

In conjunction with ROMA, the CSBG Network utilizes National Performance Indicators (NPIs), which create a common set of reporting categories to track the CSBG Network's performance with respect to services to low-income individuals, families, and communities. Fiscal Year 2004 was the first year that the Network reported using the NPI format, which includes measures of activities funded in whole, or in part, by CSBG dollars. NPIs have improved the ability of the CSBG Network to report work on program administration and the outcomes of State and local agencies that serve low-income individuals and communities. Through the NPIs, the CSBG Network leverages CSBG dollars, as well as funds from other Federal, State, and local sources to conduct this important work.

Currently, ROMA serves primarily as a system of national accountability for the overall efforts of CSBG-eligible entities, and do not identify outcomes directly attributable to CSBG funds. Progress has been made in recent years in the quality and breadth of State and local performance reporting systems through ROMA and the NPI framework. The ROMA and NPI framework provides a foundation for additional targeting of resources based on outcomes and effectiveness of services. However, practices of data collection and reporting within the ROMA system vary from State to State; while some States' reporting systems reflect the full ROMA cycle, other States only report NPI data. Such inconsistencies within the ROMA system minimize the capacity of ROMA to be an integrated and comprehensive effort that lends to accurate and reliable performance management and accountability within the CSBG model.

PROJECT DESCRIPTION

FY 2012 ROMA Next Generation COE Program Scope

In alignment with ACF's commitment to ensure that CSBG-eligible entities meet a high standard of service delivery, the COE funded through this announcement will focus on an updated performance management system based on ROMA principles and processes.

Results Oriented Management Principles

Management principles associated with ROMA include the following:

- Assess poverty needs and conditions within the community;
- Define a clear agency anti-poverty mission for the CSBG Network and a strategy to address those

needs, both immediate and longer-term, in the context of existing resources and opportunities in the community;

- Identify specific improvements or results to be achieved among low-income people and the community; and
- Organize and implement programs, services, and activities, such as advocacy within the agency and among partnering organizations, to achieve anticipated results.

Results Oriented Accountability Principles

Accountability principles associated with ROMA include the following:

- Develop and implement strategies to measure and record improvements in the condition of low-income people, and the communities in which they live, that result from CSBG Network intervention;
- Use information about outcomes, or results, among agency tripartite boards and staff to determine overall effectiveness, inform annual and long-range planning, and support agency advocacy, funding, and community partnership activities; and
- Encourage State CSBG Lead Agencies and State Associations to work as a team to advance ROMA performance-based concepts among local agencies through ongoing T/TA.

Goals of the ROMA Next Generation COE

Key goals of the ROMA Next Generation COE will be:

- To review and strengthen the current performance measures and performance indicators with input from experienced CSBG organizations, as well as performance management experts from outside the CSBG Network;
- To work with State CSBG agencies to communicate consistent standards for performance management throughout the ROMA cycle, including community needs assessment, program planning, and performance measurement;
- To assure a coordinated, national strategy for nationwide implementation of an updated performance management system; and
- To assure that a performance management system can be used, as necessary, for comparison of the effectiveness of local entity use of CSBG resources.

The Core Functions of ROMA Next Generation COE

The core functions of the ROMA Next Generation COE are:

1. The development of performance management materials that ensure that all CSBG-eligible entities may participate in the ROMA effort, which includes attention to the complete ROMA cycle of performance management. This cycle includes high-quality, comprehensive needs assessments, community CSBG plans that utilize evidence-informed service approaches targeted to the highest priority needs, setting challenging outcome goals, and documentation and analysis of progress and results according to a consistent set of criteria; and
2. The adaptation of existing ROMA performance management training materials to ensure that all CSBG-eligible entities have access to relevant trainings, toolkits, and guidance materials. A key focus of this process will be to establish consistent definitions and an integrated set of ROMA training curricula.

The Role of CSBG T/TA RPIs

The CSBG T/TA RPIs will play a key role in the ROMA Next Generation COE. Critical functions will include: 1) obtaining and providing regional input on performance management; 2) participating in national work groups; 3) facilitating and providing training on performance management techniques; and 4) assisting State Associations and CSBG-eligible entities in analyzing community needs assessment data, setting challenging service goals, identifying evidence-informed service plans, and documenting outcomes.

ROMA Next Generation COE Project Requirements

Throughout the course of the project period, the ROMA Next Generation COE grantee must:

- Develop performance management materials that can be used by State CSBG grantees and local CSBG-eligible entities. These materials should provide the framework for program management based on the ROMA cycle of performance management. Components will focus on high-quality, comprehensive needs assessments, community CSBG plans that utilize evidence-informed service approaches targeted to the highest priority needs, challenging outcome goals, and documentation and analysis of progress and results according to a consistent set of criteria;
- Develop an improved, comprehensive, and integrated ROMA training program; including efforts to review, update, and adapt existing ROMA training programs, such as the ROMA Peer-to-Peer Training program, the Transformational Leadership ROMA Program, and other ROMA educational materials;
- Develop and disseminate educational ROMA materials such as toolkits, fact sheets, resource handbooks, recommended language for revised Information Memoranda (IM), and publications on promising practices. This dissemination strategy must be implemented in collaboration with CSBG T/TA RPIs, the FY 2012 Organizational Standards COE (funded under a separate announcement), National TA Partners, the State Performance Management Clearinghouse, and other relevant CSBG stakeholder organizations.
- Participate in the Web-based *CSBG T/TA Resource Center*, operated by CSBG T/TA grantees under the Risk Mitigation and Quality Improvement T/TA Center and the State Performance Management Clearinghouse programs. The *CSBG T/TA Resource Center* gives State CSBG Lead Agencies, State Associations, and CSBG-eligible entities access to a shared calendar, T/TA Request System, Consultant Bank, Discussion Forums, and several additional features. Participation in the *CSBG T/TA Resource Center* will assure that all State CSBG Lead Agencies and CSBG-eligible entities have access to updated national information on evidence-based and evidence-informed service approaches.

Additionally, the ROMA Next Generation COE grantee must optimize performance management and accountability within the CSBG Network through collaboration with the following CSBG stakeholder organizations: 1) the national CSBG technical assistance centers focused on performance management, risk mitigation and quality improvement, and legal compliance; 2) the FY 2012 Regional Performance and Innovation Consortia (RPIs); 3) the FY 2012 CSBG Organizational Standards COE (Funding Opportunity Number: HHS-2012-ACF-OCS-ET-0539); and 4) the State CSBG Lead Agencies as appropriate.

Implementation Plans and Consultation Process

Within one month (30 days) of receiving a Notice of Award (NoA), the ROMA Next Generation COE project director must participate in a call with the identified OCS program liaison staff member responsible for oversight of the cooperative agreement. During this period, the OCS program liaison staff member will provide updates on any new project requirements. The OCS program liaison staff member may also facilitate a call or conference call with the project director(s) for the CSBG Centers of Excellence to discuss expected areas of coordination and collaboration.

Within two months (60 days) of receiving a NoA, the project director must submit a work plan based on the expectations of the cooperative agreement, program updates, and information provided by the OCS program liaison staff.

Within three months (90 days) of receiving a NoA, the project director and other key staff of the regional consortia must participate in a work planning meeting in Washington, D.C. or via teleconference with the Federal Project Officer and other OCS staff. The awardee should be prepared to make an oral presentation to OCS staff that describes and defends the project implementation plan. Grantees must propose one project staff member, for up to two days, who will make the presentation.

Note: In preparation for the implementation of this new Center of Excellence, it is expected that OCS will have initiated an input process within the CSBG Network on the current ROMA system and areas for improvement. Any products and materials from focus groups, meetings, or listening sessions conducted in advance of grant award will be provided to the grantee upon award and may be used to modify the work plan within the confines of the cooperative agreement.

Pre-Application Teleconference and/or Webinar

A pre-application teleconference and/or webinar will be offered in advance of the application due date for this FOA. The purpose of this teleconference and/or webinar is to review the FOA. For information on the date and time for this pre-application teleconference and/or webinar, please visit <http://www.acf.hhs.gov/prc> <http://www.acf.hhs.gov/programs/ocs/csbg/index.html> and look for a a teleconference and/or webinar posted under "What's New" on the right-hand side of the web page. Alternatively, click on the link for "CSBG Training and Technical Assistance (T/TA) Program" under "About CSBG."

DEFINITIONS OF TERMS

For the purposes of this announcement, the following definitions apply:

CSBG Network - The various organizations involved in planning and implementing programs funded through Community Services Block Grant resources. The network includes local CSBG-eligible entities; State CSBG Lead Agencies; State Community Action Agency Associations; and related organizations that collaborate and participate with CSBG-eligible entities in their efforts on behalf of low-income people.

Cooperative Agreement - An award instrument of financial assistance used when substantial involvement is anticipated between the awarding office (the Federal Government) and the recipient during performance of the contemplated project. Substantial involvement may include collaboration or participation by OCS staff in activities specified in the award and, as appropriate, decision-making at specified milestones related to performance.

Center of Excellence (COE) - An OCS-funded grant project focusing on literature review, training curricula, training design, information dissemination, and other related deliverables in a specified topical area of national relevance to the Community Services Block Grant (CSBG).

Evidence-Informed - Referring to approaches that use the best available research and practice knowledge to guide program design and implementation within context. This informed practice allows for innovation and incorporates the lessons learned from the existing research literature.

Expenditure Reporting - An accounting of funds spent, including those funds spent on administrative costs and the direct delivery of Training and Technical Assistance (T/TA) activities and services.

Regional Performance and Innovation Consortia (RPIC) Grantee - Used in the singular, an "RPIC" refers to a single consortium of CSBG-eligible entities awarded a grant under the FY 2012 CSBG T/TA RPIC funding opportunity announcement (Funding Opportunity Number: HHS-2012-ACF-OCS-EQ-0293), or those RPIC grantees awarded a FY 2011 CSBG T/TA RPIC grant, e.g. "each RPIC grantee is required to...."

Results Oriented Management and Accountability (ROMA) Cycle - A performance management framework specific to CSBG that focuses on the utilization of community information for the planning, implementation, and analysis of community services for low-income people. Key phases include community needs assessment, use of needs assessment data to identify service strategies and projected results, implementation of strategies and services, observation and reporting on progress, and analysis of data according to original benchmarks.

RPIS - Used when referring to the collective group of 11 *Regional Performance and Innovation Consortia*, or "RPIS" expected to be funded under the FY 2012 CSBG T/TA RPIC funding opportunity announcement, or those RPIS awarded a FY 2011 CSBG T/TA RPIC grant, e.g. "the RPIS will disseminate information...."

State CSBG Lead Agency - The agency designated by the Governor or Chief Executive Officer of a State to submit the State's official CSBG plan, monitor the activities of eligible entities, and assure compliance with all statutory and regulatory requirements for CSBG.

State Community Action Agency Associations (State Associations) - The organizations that provide T/TA designed to increase the capacity of local CSBG-eligible entities to carry out the mandate of the CSBG Act and measure results.

Sustainability - The ability of an eligible entity (or one of its programs) to continue to meet the needs of the community on an ongoing basis - beyond the life of specific grants or with diminishing support.

Technical Assistance - An activity, generally utilizing the services of an expert (often a peer), aimed at enhancing capacity, improving programs and systems, or solving specific problems. Such services may be provided proactively to improve systems or as an intervention to solve specific problems.

Training - An educational activity or event that is designed to impart knowledge and understanding or increase the development of skills. Such training activities may be in the form of assembled events such as workshops, seminars, conferences, or programs of self-instructional activities.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$200,000
Expected Number of Awards:	1
Award Ceiling:	\$200,000 Per Budget Period
Award Floor:	\$200,000 Per Budget Period
Average Projected Award Amount:	\$200,000 Per Budget Period

Length of Project Periods:

24-month project with two 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3*.

Application Disqualification Factors.

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-Federal resources in their application budgets and budget justifications, even if the projected commitment exceeds the required amount of match or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of Federal funds.

Continuation grant applications will be considered on a non-competitive basis and are subject to the satisfactory progress of the grantee, availability of funds, and a determination that continued funding would be in the best interest of the Federal Government. Grants will be awarded for one-year budget periods throughout the project.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

To ensure that OCS meets its performance management and accountability responsibilities for CSBG and continues its partnership with the CSBG Network, grants awarded under this program will be funded in the form of Cooperative Agreements. Federal involvement may include the following:

- Convening in-person planning and coordination meetings involving relevant CSBG National Partners and key network stakeholder organizations to share information about proposed ROMA Next Generation projects, to identify areas for potential coordination of efforts, and to identify priority areas for projects;
- Convening routine (e.g. monthly) conference calls among CSBG T/TA Providers, State CSBG Lead Agencies, and other key network stakeholder organizations; and
- Reviewing recommendations and the work plan for the ROMA Next Generation project to ensure coordination with other CSBG Network projects and activities.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of Federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Non-profit organizations with or without 501(c)(3) Internal Revenue Service status, other than institutions of higher education. As prescribed by Section 678A(c)(2) of the CSBG Act, “Eligible applicants are CSBG-eligible entities, or statewide or local organizations or associations, with demonstrated expertise in providing training to individuals and organizations on methods of effectively addressing the needs of low-income families and communities.”

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other*.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

DUNS Number (Universal Identifier) and Central Contractor Registration (CCR) Requirements

DUNS Number Requirement

Data Universal Numbering System (DUNS) Number is the nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants and subrecipients must have a DUNS number at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov. A DUNS number is required for every application for a new award or

renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S. Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., CST

The process to request a D-U-N-S Number by telephone will take between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Central Contractor Registration (CCR) is the Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Effective October 1, 2011, HHS required all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application or plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants are strongly encouraged to register at the CCR well in advance of the application due date.

APPLICATION DISQUALIFICATION FACTORS

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget

period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Application Submission Disqualifications

Beginning January 1, 2012, ACF requires electronic submission of applications at www.Grants.gov. Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents (files) to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options*.

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Please Note: Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at ACF. These applications will not be acknowledged. Applications that fail the Grants.gov validation check are not transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement.

Paper applications received from applicants that have not requested an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "Request an Exemption from Required Electronic Application Submission" in Section IV.2. Content and Form of Application Submission.

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

Read and observe the formatting instructions for application submissions in *Section IV.2. Content and Form of Application Submission*.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Seth Hassett
Office of Community Services
Grant Operations Center

1400 Key Boulevard, Suite 910
Arlington, VA 22209
Phone: (800) 281-9519
Email: OCS@lcgnet.com

Electronic Application Submission:

The electronic application submission package is available at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the [Grants.gov Forms Repository](http://www.Grants.gov) website and at http://www.whitehouse.gov/omb/grants_forms.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission**FORMATTING ACF APPLICATIONS****For All ACF Applications:****Authorized Organizational Representative (AOR)**

The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards.

AOR Authorization is part of the registration process at www.Grants.gov where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the Central Contractor Registration (CCR).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review.

Observe page limitations.

All applicants must follow the instructions provided in this section. Be sure to print all attachments (components) on paper and count the number of pages before submission. Keep the printed copy as a hard copy of your application for your files.

Application Package Components

Applications must be divided into the sections listed in the table. (The order in which components are submitted electronically via www.Grants.gov or included in a paper application may not be the same as listed in the table.) Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages and will not count against page limitations.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

ELECTRONIC APPLICATIONS SUBMITTED VIA www.Grants.gov:

Notice: The Administration for Children and Families has implemented required electronic application submission via www.Grants.gov. Applicants are now required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See Section IV.2. Application Submission Options.

Electronic applications will only be accepted via www.Grants.gov. ACF will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

Please read this section carefully before beginning application submission. It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

NOTE: Applications submitted via www.Grants.gov will undergo a validation check. See *Section IV.2. Application Submission Options* and *Section IV.3. Submission Due Dates and Times, Explanation of Due Dates*. The validation check can affect whether the application is accepted for review. Applications that fail the www.Grants.gov validation check will not be transmitted to ACF. If the application fails the validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will be disqualified.

Signatures

Follow the AOR Authorization and E-Biz POC instructions provided at www.Grants.gov.

Required OMB-Approved and Standard Forms (SFs)

www.Grants.gov provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See *Section IV.2. Required Forms, Assurances, and Certifications* for required OMB-approved Standard Forms and required assurances and certifications.

Application Package Components

Applications must be divided into the sections listed in the table. **It is important that each component is submitted in a separate electronic file.** Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

The required content of the Project Description and any Appendices, and their page limits, are listed later in this section.

With the exception of the required Standard Forms (SFs), all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins. **All pages of the application component, i.e., Project Description, Budget Justification, Appendices, must be sequentially numbered.** Applicants should print all attachments on paper and count the number of pages before submitting the application. Applicants should keep a hard copy of the submitted application package for their files. The font size on any scanned documents must be large enough so that it is readable.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced page in 12-point font and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

Applicants must follow the instructions provided in this section:

Carefully observe the file naming conventions required by www.Grants.gov.

Limit file names to 50 characters and do not use special characters (example: &,-,*,%/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore (_) may be used to separate a file name.

Use only file formats supported by ACF.

It is critical that applicants only submit application components using the supported file formats listed here. Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do not encrypt or password protect the electronic application files!

If ACF cannot access submitted electronic files because they have been encrypted or are password protected, the affected file will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format.

Applicants must receive an exemption from ACF in order to submit an application in paper format.

See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options*.

Application Package Components	Page Limitations
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Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

Copies Required

Applicants must provide one original and two copies of all application materials when submitting an application in paper format.

Signatures

An original signature of the AOR is required only on the original copy of paper application submissions. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Format Requirements for Paper Applications

Applicants must follow the instructions provided in this section.

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the paper application submission must be sequentially numbered.** Application materials must be printed on one side only of each page so that they may be easily reproduced. If two-sided pages are submitted, only the "front" page will be used.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced, in 12-point font, and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

All copies of a mailed or hand-delivered paper application must be submitted in a single package. A separate package must be submitted for application under a single funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be

reproduced by the Federal government for review. Application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available under this formatting section.

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper application submissions.

Page Limitations for Paper Format Application Submissions

Page limitations do not include OMB-approved Standard Forms (SFs), the one-page Project Summary/Abstract, proof of legal status/non-profit status, required Assurances and Certifications, and the Budget Justification, which should be no more than 10 single-spaced pages.

If an application exceeds the cited page limitation for double-spaced pages in the Project Description or the double-spaced page limitation cited for the Appendices, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation.

The Project Summary/Abstract is limited to one single-spaced page with 12-point font. Any pages over the one-page limit will be removed.

Page Limitations and Content of The Project Description and Appendices for All Application Formats:

The Project Description is limited to 50 pages and must include the following:

- Table of Contents
- Objectives and Need for Assistance
- Outcomes Expected
- Approach
- Evaluation
- Logic Model
- Dissemination Plan

Appendices are limited to 50 pages and must include the following:

- Organizational Charts
- Board of Directors
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- Documentation of experience in the program area
- Letters of Support
- Contact persons and telephone numbers
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)
- Any other pertinent information the applicant deems relevant

Tips for Preparing a Competitive Application

It is essential that applicants read the entire funding opportunity announcement carefully before preparing an application and include all of the required application forms and attachments. The application must reflect a thorough understanding of the purpose and objectives of the applicable legislation.

Reviewers expect applicants to understand the goals of the legislation and OCS interest in each topic. A "responsive application" is one that addresses all of the evaluation criteria in ways that demonstrate this understanding. Applications that are considered to be "unresponsive" generally receive very low scores and are rarely funded.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary. Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . Or, it may be submitted prior to the award of a grant.	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application as part of an appendix or as a separate document. Hard copy submissions should include the survey in a separate envelope.
Certification Regarding Lobbying	Submission required of all applicants with the application package. If it is not submitted with the application package, it may	Submission of this Certification is required for all applications.

	also be submitted prior to the award of a grant.	
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

PROGRAM ASSURANCES

Implementation Plans and Consultation Process

Within one month (30 days) of receiving a Notice of Award (NoA), the ROMA Next Generation COE project director must participate in a call with the identified OCS program liaison staff member responsible for oversight of the cooperative agreement. During this period, the OCS program liaison staff member will provide updates on any new project requirements. The OCS program liaison staff member may also facilitate a call or conference call with the project director(s) for the CSBG Centers of Excellence to discuss expected areas of coordination and collaboration.

Within two months (60 days) of receiving a NoA, the project director must submit a work plan based on the expectations of the cooperative agreement, program updates, and information provided by the OCS program liaison staff.

Within three months (90 days) of receiving a NoA, the project director and other key staff of the regional consortia must participate in a work planning meeting in Washington, D.C. or via teleconference with the Federal Project Officer and other OCS staff. The awardee should be prepared to make an oral presentation to OCS staff that describes and defends the project implementation plan. Grantees must propose one project staff member, for up to two days, who will make the presentation.

Note: In preparation for the implementation of this new Center of Excellence, it is expected that OCS will have initiated an input process within the CSBG Network on the current ROMA system and areas for improvement. Any products and materials from focus groups, meetings, or listening sessions conducted in advance of grant award will be provided to the grantee upon award and may be used to modify the work plan within the confines of the cooperative agreement.

Identification of Federal Support

Whenever T/TA projects are either entirely or partially supported by CSBG funds, the CSBG T/TA provider (grantee) must clearly identify the associated activities, services, or resources as part of the National T/TA Strategy for Promoting Exemplary Practices and Risk Mitigation for CSBG. Furthermore, the grantee should include a certification statement as follows:

This publication was created by [grantee organization name] in the performance of the U.S. Department

of Health and Human Services, Administration for Children and Families, Office of Community Services, Grant Number [90ETXXXX]. Any opinion, findings, and conclusions, or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Health and Human Services, Administration for Children and Families."

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1.* identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated. Supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the funding opportunity announcement.

Outcomes Expected

Identify the outcomes to be derived from the project.

Based on the Goals of the ROMA Next Generation COE provided in *Section I. Funding Opportunity Description*, describe in detail how the proposed project demonstrates the applicant's ability to:

- Review and strengthen the current performance measures and performance indicators with input from experienced CSBG organizations, as well as performance management experts from outside the CSBG Network;
- Work with State CSBG Lead Agencies to communicate consistent standards for performance management throughout the ROMA cycle, including community needs assessment, program planning, and performance measurement;
- Assure a coordinated, national strategy for nationwide implementation of an updated performance management system; and
- Assure that a performance management system can be used, as necessary, for comparison of the effectiveness of local entity use of CSBG resources.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than other approaches. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the outcomes to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could

be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

PROJECT INFRASTRUCTURE

Applicants must provide a two-year plan of action that details how the applicant will:

- Develop performance management materials that can be used by State CSBG grantees and local CSBG-eligible entities. These materials should provide the framework for program management based on the ROMA cycle of performance management. Components will focus on high-quality, comprehensive needs assessments, community CSBG plans that utilize evidence-informed service approaches targeted to the highest priority needs, challenging outcome goals, and documentation and analysis of progress and results according to a consistent set of criteria;
- Develop an improved, comprehensive, and integrated ROMA training program, including efforts to review, update, and adapt existing ROMA training programs, such as the ROMA Peer-to-Peer Training program, the Transformational Leadership ROMA Program, and other ROMA educational materials;
- Develop and disseminate educational ROMA materials such as toolkits, fact sheets, resource handbooks, recommended language for revised IMs, and publications on promising practices. This dissemination strategy must be implemented in collaboration with FY 2012 CSBG T/TA RPIs and Organizational Standards COE (funded under separate announcements), National TA Partners, the State Performance Management Clearinghouse, and other relevant CSBG stakeholder organizations.
- Participate in the Web-based *CSBG T/TA Resource Center*, operated by CSBG T/TA grantees under the Risk Mitigation and Quality Improvement T/TA Center and the State Performance Management Clearinghouse programs. The *CSBG T/TA Resource Center* gives State CSBG Lead Agencies, State Associations, and CSBG-eligible entities access to a shared calendar, T/TA Request System, Consultant Bank, Discussion Forums, and several additional features. Participation in the *CSBG T/TA Resource Center* will assure that all State CSBG Lead Agencies and CSBG-eligible entities have access to updated national information on evidence-based and evidence-informed service approaches.

PROJECT COLLABORATION

Applicants must provide a two-year plan of action that details how the applicant will optimize performance management and accountability within the CSBG Network through collaboration with the following CSBG stakeholder organizations: 1) the national CSBG technical assistance centers focused on performance management, risk mitigation and quality improvement, and legal compliance; 2) the FY 2012 RPIs; 3) the FY 2012 CSBG Organizational Standards Center of Excellence funded under a separate announcement (Funding Opportunity Number: HHS-2012-ACF-OCS-ET-0539); and 4) State CSBG Lead Agencies as appropriate.

Applicants must discuss, specifically, how the proposed ROMA Next Generation COE will collaborate with RPIs to gain input from CSBG-eligible entities and to disseminate the training materials developed under this announcement.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Describe plans for evaluating the implementation of ROMA Next Generation training materials and nationwide basis in partnership with OCS, State CSBG Lead Agencies, and RPIs. Evaluation may assess the incorporation of newly established performance management materials among CSBG-eligible entities in response to the trainings that are conducted during the project period. Evaluation techniques may include, but are not limited to, questionnaires, interviews, focus groups of relevant CSBG Network staff and personnel, and public information on State CSBG plans and reporting.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Logic Model

Applicants are expected to use a model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

Organizational Capacity

- Organizational charts
- Board of Directors
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- Contact persons and telephone numbers
- Documentation of experience in the program area
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

Third-Party Agreements

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance).

Project budget Standard Forms and the budget justification will not count toward page limitations; however, the justification should be no more than 10 single-spaced pages with fonts of no less than 12-points.

Special Note: *The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II*

salary of the Federal Executive Pay scale is \$179,700

*(<http://www.opm.gov/oca/12tables/html/ex.asp>). This amount reflects an individual's base salary **exclusive** of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a narrative budget justification for the first year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The budget for the project should also include funding for at least one key staff person to attend two in-person national technical assistance coordination meetings, and funding for at least one key staff person to attend and present at one of the 2012-2013 CSBG T/TA Network partner conferences.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 C.F.R. Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. § 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- Electronic applications must be submitted to www.Grants.gov by 11:59 p.m., ET, on the due date.
- A DUNS Number and current registration at the Central Contractor Registry (CCR) are required. DUNS and CCR registration are part of the www.Grants.gov registration process. See “Get Registered” at http://grants.gov/applicants/get_registered.jsp.
- ACF will not accept applications via facsimile or email.
- The electronic application can be downloaded from www.Grants.gov.
- It is to an applicant's advantage to submit their applications **at least 24 hours** in advance of the application due date and time in order to correct any failures found during the application validation check.
- Electronic submission at www.Grants.gov is two-step process:
 - Submission by the due date and time; and
 - Application validation check.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- **Read and observe all application submission requirements provided at http://www.grants.gov/applicants/apply_for_grants.jsp.**
- Observe the formatting requirements and page limitations provided in the *Section IV.2. Formatting ACF Applications* section for electronic applications.
- Carefully read and observe electronic file naming conventions provided in the application submission instructions at http://www.grants.gov/applicants/apply_for_grants.jsp.
- Use only file formats supported by ACF. See *Section IV.2. Formatting ACF Applications*.
- Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/assets/Organization Steps Complete Registration.pdf>.

- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- **Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

After an applicant submits an application; Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the funding opportunity announcement is still open, and that the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See ["What to Expect After Submitting"](#) at www.Grants.gov for more information.

Each time an application is submitted, or re-submitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps, which result in a validated application and are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files to the Internet at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF stating that the applicant qualifies for the exemption for one of two reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) to the Internet at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants will need to request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov may be used only to request an exemption from required application submission. All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries submitted to this email address that make requests for any reason other than a request for an exemption will not be acknowledged or answered.

Exemption requests by email to electronicappexemption@acf.hhs.gov and by postal mail must include:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application, and
- The reason for which the applicant is requesting an exemption from electronic application submission. The reason must be either the lack of Internet access or connection, or lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be **received by** ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or Federal holiday, the due date for receipt of an exemption request will move to the next Federal business day that follows the weekend or Federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See "*Request an Exemption from Required Electronic Application Submission*."

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for paper format application submissions.

Applications submitted in paper format must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S. Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., CST.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration (CCR). CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website on application due dates. Applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **08/06/2012**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at http://www.grants.gov/applicants/apply_for_grants.jsp.

Please note:

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. **These applications will not be acknowledged.** Applications that fail the Grants.gov validation check will not be transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov of an electronic application's submission:

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of the application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with on-time date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "[What to Expect After Submitting](#)" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of a paper format (hard copy) application's submission:

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Cooperative agreement funds may not be used to cover costs incurred in connection with any criminal, civil, or administrative proceeding commenced by the Federal Government, or a State or local government if the proceeding relates to a violation of, or failure to comply with, a Federal, State, or local statute or regulation by the organization and results in the imposition of a monetary penalty or a final decision to debar or suspend the organization, rescind or void an award, or to terminate an award (OMB Circular A-122, Att. B, Paragraph 10.a.(2), 2 CFR Part 230, App. B, Paragraph 10.b.). Moreover, costs of legal, accounting, and consultant services, and related costs, incurred "in connection with defense against Federal Government claims or appeals . . . or the prosecution of claims or appeals against the Federal Government, are unallowable" (OMB Circular A-122, Att. B, Paragraph 10.g., 2 CFR Part 230, App. B, Paragraph 10.g.).

Subcontracting or Delegating Projects

OCS will not fund any project where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar the making of subcontracts for specific services or activities that are needed to conduct the project.

Public Access to Work Products Free of Charge

All publications, written products, toolkits, webinars, and educational materials developed using grant funds must be free of charge to CSBG-eligible entities. The grantee may not charge fees for training activities. However, the grantee may provide training at conferences or activities that include a registration fee, as long as the activity or workshop is part of a larger conference agenda and no specific or additional fees are charged to participate in the workshop. In addition, State or local recipients may support travel expenses of the grantee to provide on-site training tools upon notifying their Federal OCS program liaison staff.

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Grant Operations Center
ATTN: HHS-2012-ACF-OCS-ET-0301
1400 Key Boulevard, Suite 910
Arlington, VA 22209

Hand Delivery

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Grant Operations Center
ATTN: HHS-2012-ACF-OCS-ET-0301
1400 Key Boulevard, Suite 910
Arlington, VA 22209

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.
For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

OBJECTIVES AND NEED FOR ASSISTANCE

Maximum Points: 15

In reviewing the Objectives and Need for Assistance, reviewers will consider the extent to which:

- (1) The applicant clearly demonstrates an understanding of the need for CSBG-eligible entities, State CSBG Lead Agencies, State Associations, and other local service providers to be provided with T/TA related to, or in response to, performance management and accountability. Data or other strong evidence provided by the applicant is directly related to the issues noted in *Section I. Funding Opportunity Description*.
- (2) The applicant demonstrates an understanding of the history of the ROMA system, including current ROMA practices within the Network and potential areas for improvement in high-quality, comprehensive needs assessment, development of outcome goals, and documentation and analysis of progress and results according to a consistent set of criteria.
- (3) The applicant clearly demonstrates an awareness and knowledge of current literature, and an understanding of performance management and accountability practices and policies that enhance the administrative, financial, and program operations of organizations with characteristics similar to CSBG-eligible entities (e.g. non-profit service providers and public community/social service agencies).
- (4) The applicant demonstrates a thorough understanding of the need for identifying and documenting exemplary performance management and accountability practices and procedures, and how they will help ensure the long-term success and sustainability of CSBG Network efforts.

APPROACH

Maximum Points: 40

In reviewing the Approach, reviewers will consider the extent to which the applicant describes a clear and concise vision for the development and implementation of the proposed project. Using S.M.A.R.T. objectives (Specific, Measurable, Attainable, Relevant, and Timely), the applicant describes how it will deliver activities related to the goals and core functions of the ROMA Next Generation COE using the following approach:

Materials Development (20 points)

- (1) The applicant provides a feasible plan for the development of performance management materials that can be used by State CSBG grantees and local CSBG-eligible entities.
- (2) Explanation of these materials clearly articulates their use as the framework for performance management based on the ROMA Cycle of Performance Management.
- (3) Components of the applicant's plan focus on high-quality, comprehensive needs assessments, community CSBG plans that utilize evidence-informed service approaches targeted to the highest priority needs, challenging outcome goals, and documentation and analysis of progress and results according to a consistent set of criteria.

Training Program and Materials Dissemination (20 points)

- (1) The applicant provides a clear and comprehensible plan for an improved, comprehensive, and

integrated ROMA training program. The applicant's project plan may entail the incorporation of existing ROMA training programs and/or detail new concepts and ideas for an integrated training program.

(2) The applicant provides a clear and detailed plan for the dissemination of educational ROMA materials, such as toolkits, fact sheets, resource handbooks, and publications on promising practices. The dissemination strategy details a plan for collaboration with relevant CSBG stakeholder organizations, including the FY 2012 CSBG T/TA RPIs; the established national CSBG technical assistance centers focused on performance management, risk mitigation and quality improvement, and legal compliance; and State CSBG Lead Agencies as appropriate.

COLLABORATION AND DISSEMINATION PLAN

Maximum Points: 15

In reviewing the Collaboration and Dissemination Plan, reviewers will consider the extent to which:

(1) The applicant provides details regarding clear plans and strategies to collaborate with CSBG T/TA RPIC Lead Agencies, State CSBG Lead Agencies, and other CSBG Network organizations, as well as performance management experts from outside the CSBG Network to achieve enhanced dissemination of ROMA Next Generation COE materials and tools.

(2) The applicant presents a detailed plan for its active participation in the Web-based *CSBG T/TA Resource Center*.

(3) The applicant provides a feasible plan to utilize and incorporate the use of relevant features of the *CSBG T/TA Resource Center* (i.e. the shared calendar, the T/TA Request System, the Discussion Forums) into its project plan.

(4) The applicant describes a clear plan for collaboration with relevant CSBG National TA Partners and CSBG stakeholder organizations involved with the administration of the *CSBG T/TA Resource Center*.

ORGANIZATIONAL CAPACITY

Maximum Points: 15

In reviewing the Organizational Capacity of the applicant, reviewers will consider the extent to which:

(1) The applicant provides details and an explanation of the organization and/or any cooperating or sponsoring agency's ability and capacity to provide services on a nationwide basis.

(2) The applicant provides resumes and job descriptions demonstrating the expertise of the proposed project director and primary staff members. The applicant is clear concerning the involvement, leadership, experience, and commitment each staff member has to the project. Where key staff have not yet been identified, the applicant has provided a description of the specific and relevant qualifications of the person(s) to be employed.

(3) The applicant provides job descriptions with clearly defined responsibilities, qualifications, salary ranges, anticipated time commitments, and the location(s) of each position.

(4) If subcontractors are proposed, the applicant documents the willingness and ability of the subcontracting organization(s) to provide proposed services, and includes the specific qualifications and professional experiences of key staff that will perform the proposed subcontract project activities.

EVALUATION

Maximum Points: 10

In reviewing the Evaluation, reviewers will consider the extent to which:

(1) The applicant's proposed logic model demonstrates the capacity to link the project objectives, approach, and expected results in a manner that can be evaluated.

(2) The applicant describes a work plan that demonstrates the capacity to address and achieve specific

performance targets and outcomes, including a discussion of how the project will verify the achievement of these targets and outcomes.

(3) The applicant provides a narrative addressing how the conduct of the project and its results will be evaluated.

(4) In addressing the evaluation of results, the applicant states what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project.

(5) The applicant provides the criteria to be used to evaluate results and explains the methodology that will be used to determine if the needs identified and discussed are being met, and if the project results and benefits are being achieved.

(6) With respect to the conduct of the project, the applicant defines the procedures to be employed to determine whether the project is being conducted in a manner consistent with the project plan presented.

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 5

In reviewing the Budget and Budget Justification, reviewers will consider the extent to which the applicant:

(1) Describes how proposed project expenditures (i.e. budget) align with proposed project activities, and demonstrates that the resources requested are reasonable and adequate to accomplish the project;

(2) Describes how the total costs of the project are reasonable and consistent with anticipated results; and

(3) Includes funding and a justification for at least one key staff person to attend and/or present at meetings required within this funding opportunity announcement, including at least one of the 2012-2013 CSBG T/TA Network partner conferences.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant that does not have an active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or
- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and ACF's acknowledgment of received applications.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of

experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

OCS Evaluation of Applications

An objective review panel composed of non-Federal reviewers will review and rate applications that pass the initial ACF Federal screening process based on disqualification factors presented in this funding opportunity announcement. The evaluation criteria enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and the panel considers them as a whole in judging the overall quality of an application. The review panel awards points only to applications that are responsive to the program elements and relevant evaluation criteria within the context of this funding opportunity announcement. The OCS Director and the program staff members use the panel reviewer scores when considering competing applications. Reviewer scores will weigh heavily in funding decisions, but will not be the only factors considered.

During the selection process, OCS will generally consider applications in order of the average scores assigned by the review panel. Because OCS takes other important factors into consideration, highly ranked applications are not guaranteed funding. These other considerations include the timely and proper completion by the applicant of projects funded with OCS funds granted in the last five years; comments of panel reviewers and government officials; OCS staff evaluation and input; amount and duration of the cooperative agreement requested and the proposed project's consistency and harmony with OCS goals and policy; geographic distribution of applications; previous program performance of applicants; compliance with cooperative agreement terms and conditions under previous HHS cooperative agreement(s); audit reports; investigative reports; and an applicant's progress in resolving any final audit disallowances on previous OCS or other Federal agency grants.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at <http://www.gpo.gov>.

An application funded with the release of Federal funds through a grant award does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression

of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Administration for Children & Families: Toolkit for Faith-based and Community Organizations](#).

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 C.F.R. part 182; HHS implementing regulations are set forth in 2 C.F.R. part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 C.F.R. part 382.225. The rule is available at [Requirements for Drug-Free Workplace](#).

Debarment and Suspension

HHS regulations published in 2 CFR part 376 implement the governmentwide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.epls.gov/>, although checking the EPLS is not required. More information is available at http://www.acf.hhs.gov/grants/grants_resources.html.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited

in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NoA). The HHS GPS is available http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

ACF grantees are required to submit the SF-PPR Cover Page. ACF Program Offices that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of: The FFR (SF-425) is due to ACF on:

January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on the [ACF Funding Opportunity Website Forms](#) page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities website at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

SF-428 Tangible Property Report and SF-429 Real Property Status Report

As of April 1, 2012, the Administration for Children and Families will begin requiring the use of the SF-428 (Tangible Personal Property Form) as well as the SF-429 (Real Property Status Report).

The SF-428 is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The SF-429 is a standard report to be used by recipients of Federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property.

Beginning with budget periods ending September 30, 2012 and for all budget periods thereafter, all ACF grantees will be required to submit (as applicable) an SF-428 and SF-429 report as frequently as is required in the terms and conditions of their award.

The forms are available at http://www.whitehouse.gov/omb/grants_forms.

VII. Agency Contacts

Program Office Contact

Chryston Jones
Program Specialist
Administration for Children and Families
Office of Community Services
Grants Operations Center
1400 Key Boulevard, Suite 910
Arlington, VA 22209
Phone: (800) 281-9519
Email: OCS@lcgnet.com

Office of Grants Management Contact

Katrina Morgan
Grants Management Officer
Administration for Children and Families
Division of Discretionary Grants
Grants Operations Center

1400 Key Boulevard, Suite 910
Arlington, VA 22209
Phone: (800) 281-9519
Email: OCS@lcgnet.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/> .

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage
at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov
http://www.grants.gov/applicants/email_subscription.jsp.

The OCS website, <http://www.acf.hhs.gov/programs/ocs/>, provides a wide range of information and links to other relevant websites. Before preparing an application, OCS suggests the applicant learn more about the mission and programs of OCS by exploring the website.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/agencies/aforms_repository_information.jsp .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Certification Regarding Lobbying	Referenced in <i>Section IV.2.</i> of the announcement and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov/grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.
Survey on Ensuring Equal Opportunity for Applicants	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants applying electronically, may submit this survey along with the application	Submission is voluntary. Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission</i>

	<p>as part of the appendix or as a separate document. Applicants submitting in paper, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package.</p> <p>The survey is referenced in Section IV.2. of the announcement. The survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>The survey will not count in the page limitations.</p>	<p><i>Dates and Times.</i> Or, it may be submitted prior to the award of a grant.</p>
Table of Contents	<p>Referenced in <i>Section IV.2. The Project Description</i>. This is an element of the Project Description and will usually be counted in page limitations listed in <i>Section IV.2. Formatting Requirements</i>.</p>	<p>Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
Project Summary/Abstract	<p>Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
The Project Description	<p>Referenced in <i>Section IV.2. The Project Description</i>. This is the title for the project narrative that describes the applicant's plan for the project.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
The Project Budget and Budget Justification	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.</p>	<p>Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no longer than 10 pages and is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>

Logic Model	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the Overview and in Section IV.3. If not available at the time of application submission, due by the time of award.
Letters of Support	Referenced in <i>Section IV.2. The Project Description</i> . This is an element of the Project Description and may count against page limitations set in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date listed in the Overview and in <i>Section IV.3. Submission Dates and Times</i> .
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description</i> of the announcement under "Legal Status of Applicant Entity." Proof of non-profit status may be submitted as part of appendices to the application package. It is not considered as part of the project narrative/plan.	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If it is not available at the time of application submission, it must be submitted prior to the award of a grant.

Appendices